

VACANCY ANNOUNCEMENT

VA Palo Alto Health Care System

THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

Vacancy Annc No. 05-177(SA)		Opening Date 08/16/05	Closing Date * 08/25/05 or until filled	U.S. Citizenship Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See notes below)
# Posns 1	Position Title Nurse Manager		PD Number 000000	Pay Plan, Series, Grade AD/VN-610-2 or AD/VN-0610-3
Service Nursing Service, Mental Health Section PTSD Program Positions are Excepted Service - Title 38 Appointments.			Promotion Potential Based on NPSB	Salary Range RN 2: \$75,082- \$ 99,854 per annum RN 3: \$82,839- \$108,844 per annum Salary is dependant upon qualifications and experience of the candidate. Review/recommendation of the Nurse Professional Standards Board (NPSB)
Duty Station Palo Alto, CA			Tour of Duty Position is (M-F 8:00am to 4:30pm). The work conditions may require some rotation in the tour of duty.	
Work Schedule <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ _____ hrs/wk		Subject to Bargaining Unit <input type="checkbox"/> Yes-Minimum posting: 15 work days <input checked="" type="checkbox"/> No-Minimum posting: 10 calendar days		Subject to Supervisory Probationary Period <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (First-time supervisors subject to 1 year)
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary NTE _____ <input type="checkbox"/> Term NTE _____		Subject to Drug Testing <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)		Physical or Medical Examination Required <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)
Travel and/or relocation expenses <input type="checkbox"/> may be authorized <input checked="" type="checkbox"/> are not authorized		Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement.		
		Relocation bonus <input type="checkbox"/> may be authorized <input checked="" type="checkbox"/> is not authorized	Recruitment bonus <input type="checkbox"/> may be authorized <input checked="" type="checkbox"/> is not authorized	
Area of Consideration - For information on application procedures, see section on 'HOW TO APPLY' <input checked="" type="checkbox"/> PUBLIC - All qualified interested candidates.				
Point of Contact - Inquiries should be directed to the following individual at (650) 858-3951. Nurse Recruiter <u>or</u> Susan Astorga, HR Specialist				
REASONABLE ACCOMMODATION This office provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this office. The decision on granting reasonable accommodation will be on a case-by-case basis.				
THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT				

* **NOTE:** If insufficient qualified candidate(s) are received in HRMS by close of business (COB – 4:30 p.m.) 08/25/05, vacancy announcement will remain open until filled. However, consideration will be given to qualified applicants received in HRMS by COB 8/25/05, and if not filled, cutoff date(s) will be every week thereafter, until position is filled.

DUTIES: Nurse Manager will provide 24-hour oversight for the entire nursing care of the PTSD Residential Program. The PTSD Program is composed of two buildings for men treatment facility and one building for the women's treatment program. Candidate will be accountable to the Chief Nurse, Mental Health and approximately 24 nursing staff members. Provides administrative supervision, guidance, and performance appraisals for a range of nursing staff. Works in close collaboration and consultation with the Chief, Mental Health and as well as the PTSD Program Director. Contributes to open communication and collaboration with the interdisciplinary team. Provides oversight to ensure that standards or practice are met within the program and among nursing staff. Evaluates documentation of care to ensure that it accurately reflects patients assessments, established treatment plan and evaluation of response to treatment. Systematically evaluates and facilitates change in clinical practice/standards of care delivered at all sites, including ongoing program evaluation. Ensures PTSD program is in compliance with JCAHO standards, CAP, fire/safety/OSHA standards, and Health System Memorandums.

QUALIFICATION REQUIREMENTS:

- Citizenship** - United States Citizenship. If applicable, non-citizens may be appointed when **no** citizens are available in accordance with regulations issued by the Under Secretary for Health.
- School of Nursing** - Graduate of a school of professional nursing approved by the appropriate State-accrediting agency at the time the program was completed by the applicant. In cases of graduates of foreign schools of professional nursing, possession of current, full, active and unrestricted registration will meet the requirement of graduation from an approved school of professional nursing.
- Licensure** - Current, full, active and unrestricted registration as a graduate professional nurse in a State, Territory, or Commonwealth (i.e., Puerto Rico) of the U.S. or in the District of Columbia.

- **English Language Proficiency:** RN's appointed to direct patient care positions must be proficient in spoken and written English as required by Title 38, United States Code (38 U.S.C.).
- **Grade Requirements :**
 - **Nurse 2:** BSN with 2 – 3 years of experience; **OR** Associate Degree or Diploma in Nursing and Bachelors Degree in a related field with 2 – 3 years of experience; **OR** Master's degree in nursing or related field with BSN and 1 – 2 years of experience; **OR** Doctoral Degree in nursing or meets basic requirements for appointment and has doctoral degree in related field and no experience.
 - **Nurse 3:** Master's Degree in nursing or related field with BSN with 2 -3 years of experience; **OR** Doctoral degree in nursing or related field with 2 – 3 years of experience.

In addition to the above qualifications, candidate **must** also meet the Nurse Qualifications Standard nine (9) dimension requirements: Practice, Quality of Care, Performance, Education/Career Development, Collegiality, Ethics, Collaboration, Research and Resource Utilization

Graduates of foreign nursing schools are required to possess a Certificate from the Commission of Graduates of Foreign Nursing Schools (CGFNS) prior to appointment.

APPLICANT'S PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html> All education claimed by applicants will be verified by the appointing agency accordingly.

VOLUNTEER EXPERIENCE: Appropriate credit will be given for voluntary participation in community, social service, and similar activities.

BASIS OF RATING: Grade level will be based on experience and education. Applicant's experience, education, performance appraisal or proficiency reports, training, awards, and outside activities will be evaluated. Candidate selected will be further evaluated by the Nurse Professional Standards Board and must meet NPSB requirements prior to appointment.

1. Experience caring with PTSD, Trauma and Psychiatry patients preferred.
2. Ability to function both independently and as a member of a multidisciplinary team.
3. Demonstrated strong leadership abilities in coordinating care in a multidisciplinary setting.

ADDITIONAL NOTES:

- ◊ **Funds Availability:** The position being filled is subject to the availability of funds.
- ◊ **TB Skin Screen Test:** All applicants selected for employment with the VAPAHCS will be required to meet TB screening requirements before being placed into this position.
- ◊ **Physical / Medical Standards:** Candidates will be required to pass a physical examination before entering on duty.
- ◊ **Drug Testing Position:** All applicants tentatively selected for VA employment in a testing designated position are subject to random drug screen (urinalysis) for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA.
- ◊ **Direct Deposit / Electronic Funds Transfer:** It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.

HOW TO APPLY:

All others, submit:

1. **VA form 10-2850a** - (Application for Nurse and Nurse Anesthetists).
2. **OF-306** - Declaration of Federal Employment. You must complete this form to determine your acceptability for Federal employment.
3. **DD-214** - Military Discharge Paper. Veterans claiming veterans preference and those eligible for employment under veterans hiring authorities must submit a copy.
4. **SF-15** - Application for 10-Point Veteran Preference. If you are applying for 10-point veterans preference, you must submit this form and the required documentation specified on the reverse of the SF-15.
5. **SF-50B** - Notification of Personnel Action. Transfer/Reinstatement Eligibles must submit a copy of their latest/last SF-50B.
6. **College Transcripts** - A copy of RN college transcripts.
7. **Schedule A applicants only** - Letter from the State of California Department of Rehabilitation or from a qualified VA Counselor certifying eligibility for appointment to this position.
8. **Performance Appraisal** - Current/Former Federal employees must submit a copy of their most recent performance appraisal.

All application materials will become the property of the Human Resources Management Service and will not be returned, used for other positions, or duplicated once submitted. In accordance with 18 U.S.C. 1719, use of postage-paid government agency envelopes to file job applications is a violation of Federal law and regulation. Applications mailed in postage-paid government envelopes, sent by Federal agency special courier services or submitted through Federal fax machines will not be considered.

FOR ADDITIONAL INFORMATION CONTACT: Carol Valdon, Nurse Recruiter, (650) 493-5000, extension 64530.

APPLICATIONS SHOULD BE MAILED TO: VA Palo Alto Health Care System
Human Resources Management Services (05A)
3801 Miranda Avenue
Palo Alto, CA 94304